

City of Chattanooga, TN
Personnel Class Specification

Class code 0192

FLSA: Non-Exempt

**CLASSIFICATION TITLE: COMMUNITY DEVELOPMENT
SPECIALIST**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate and monitor federal, state, and local economic/community development programs under guidelines developed by the U.S. Department of Housing and Urban Development (HUD) and the City of Chattanooga.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops the City's community development goals and objectives in collaboration with the Mayor, administration, Council members, and local citizenry.

Coordinates, organizes, administers, plans, prepares, updates, or assists with various department functions, which may include various plans, studies, programs, applications, reports, or grants such as HUD's mandatory Five Year Consolidated Plan/Comprehensive Housing Affordability Strategy, EDA grant, HOME program, Impediment Study, Enterprise Zone application, Fair Housing Plan, HOME affirmative marketing plan, and others related to department functions.

Coordinates implementation of all federally funded programs, to include monitoring, financial and project performance reports, marketing strategies, and compliance reviews for compliance with national objectives; assists with preparation of various reports to HUD; provides ongoing needs assessment for community development programs and services; analyzes overall community needs, helping to develop programs to meet needs; coordinates with other local agencies and organizations on avoiding duplications of services and on effective use of community resources; markets programs and activities to attract public involvement as necessary; develops and implements policies and procedures for in-house development programs.

Monitors programs for compliance with regulations, notices, guidelines, plans, and City priorities; reviews and performs work to ensure all department functions and programs are within guidelines and regulations; completes or prepares standard reports and forms for submittal to government agencies in compliance with applicable laws and ordinances; ensures other personnel are aware of changes in regulations or policies.

Prepares all CDBG program implementation and financial contracts to obligate expenditure of federal funds; updates appropriate parties as to pertinent legal changes.

Serves as contract manager for all agreements with subrecipients of HUD programs, developing, negotiating, and reviewing contracts; drafts contracts, contract amendments, and project scope of work.

Analyzes applications for funding allowability, appropriateness, and community priority; solicits public comment on community development activities; hosts visitors at community development programs and activities; prepares responses to HUD as necessary; solicits written HUD opinions and concurrences as necessary.

Interviews applicants for community development plans/funding; provides technical assistance to applicants and subrecipients; reviews proposals and applications; meets with department staff for evaluation of proposals and applications.

Reviews/recommends levels of funding for all proposals submitted for CDBG, HOME, and ESG funds based upon its eligibility in meeting HUD objectives, the City's consolidated plan, and potential impact and long-term effectiveness.

Assists and directs subrecipients with procurement, bidding, specifications, labor standards, and contractual and regulatory requirements; attends bid openings; interviews employees on projects; assigns Davis-Bacon wages; attends final inspections.

Prepares schedule for monitoring of all subrecipients and programs; schedules monitoring visits; notifies appropriate parties of visits and purposes; reviews subrecipients for compliance with contractual and regulatory obligations; prepares required reports and summaries of monitoring; follows up on any problem areas; informs appropriate parties of concerns or findings.

Monitors all CDBG funded construction projects in compliance with Davis-Bacon Wage Act; coordinates compliance with Davis-Bacon requirements for wage payments.

Reviews, approves, and processes invoices and reimbursement requests from subrecipients.

Coordinates environmental assessments for all CDBG-funded projects; evaluates need for, and processes, environmental reviews for all projects; coordinates with subrecipients, other agencies, and consultants in processing and obtaining environmental reviews; monitors subrecipients for environmental compliance.

Manages, coordinates, implements, or assists with special projects.

Provides technical assistance in assigned areas, monitoring contracts affected by assigned area of expertise; ensures subrecipients are informed of appropriate information affecting contracts; ensures contracts contain appropriate regulatory provisions; ensures subrecipients comply with technical provisions of applicable laws; assists subrecipients in complying with federal provisions for displacement and relocation of tenants and property owners; prepares reports for HUD as necessary on

compliance with regulatory areas; assists non-profit organizations in the preparation of proposals and other documents required to secure federal funds for projects.

Provides general community development information to public; responds to inquiries and resolves or routes them to the appropriate area; receives requests and complaints; answers phones as needed; provides fair housing/equal employment opportunity/affirmative action and community development information to neighborhood or public housing resident groups, pursuant to the fair housing plan.

Processes various documentation; processes data from plans and various other sources; updates databases, filing systems, directories, mailing lists, and concurrent plans and/or applications;

Prepares Annual Action Plan and associated documents for submittal to HUD; disburses copies of plan to appropriate parties.

Prepares and processes GPR for submittal; processes changes or answers questions as requested by HUD on Annual Action Plan or GPR.

Coordinates budget changes, updates and amendments; reconciles department accounts and expenditures in accordance with funding and/or budget guidelines.

Prepares or assists in preparing grants and related reports; receives/processes loan/grant applications for in-house programs.

Prepares notices, legal notices, public service announcements, and press releases for publication or release to media; reviews publications for department related issues and maintains file on articles of related issues.

Prepares or completes various forms, reports, correspondence, meeting minutes, grantee performance reports, monitoring reports, status reports, closeout reports, subrecipient contracts, housing plans, action plans, strategies, marketing plans, public service announcements, press releases, or other documents; assists with preparation of Consolidated Plan for the City.

Receives various forms, reports, correspondence, invoices, reimbursement requests, census tract data, project proposals, HUD correspondence, HMDA data, financial statements, zoning/census maps, federal regulations, guidelines, architectural drawings, site plans, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; resolves errors or problems with computer programs; utilizes word processing, spreadsheet, database, presentation, desktop publishing, Internet, or other computer programs; updates CDBG and ESG projects in Integrated Disbursement & Information System (I.D.I.S.) and utilizes to receive funding.

Maintains/updates files and documentation on all programs for review and HUD compliance; maintains and updates department reference materials; maintains regulatory filing system per federal guidelines for HUD review.

Provides periodic reports to Mayor, Council, Advisory Board, supervisors, general

public, and appropriate funding agencies on progress of programs and availability of funds; coordinates department activities with those of other departments, outside agencies, or others as needed; interacts with Citizen Advisory Board to address program implementation schedules, project selection(s), and coordinate board member appointments as made by the Mayor and City Council; may coordinate, monitor, and update Citizens Participation Plan.

Represents the department in community activities; attends various meetings; makes speeches/presentations; participates on committees, task forces, planning teams, and other organized groups; serves in an advisory capacity on internal/external committees to recommend policies and operating procedures for project implementation and expenditure of federal funds.

Coordinates and implements in-house and public workshops, Community Development Week, Fair Housing Conference, and/or other activities with educating or promoting goals.

Communicates with supervisor, employees, other departments, city officials, committees, subrecipients, HUD officials, government agencies, neighborhood groups, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Reviews HUD home page on Internet for new or related reference materials and announcements.

Schedules, organizes, prepares, and/or attends various meetings and hearings in department functions; prepares meeting agenda packages and materials; provides support services for meetings/hearings; notifies individuals and groups of meeting dates, times, and purposes; takes and prepares minutes and monitors attendance.

Schedules and assists in planning department activities including public hearings, workshops, public meetings, and bulk mailings.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Urban Planning, or closely related field; supplemented by one (1) year previous experience and/or training involving community development, economic development, planning, social services, or public administration; or any equivalent combination of education, training, and experience

which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.